

Q+A From 10/28 Employee Training Webinar

Is this going to be available for us to review on TheHUB? We do not have plans to add videos or resources to the HUB at this time.

Is our time-off tile going to be customizable? At this time, no, but please check back for updates.

Is the dashboard different for exempt vs non-exempt employees? Yes. Non-exempt employees will have a *Clock* dashboard tile instead of the *Things to Do* dashboard tile. See the [employee guides](#) or the [ADP Employee Training webinar](#) to see an example of each dashboard.

What is the training plan for all staff? Messages will start going out via the [Resource](#) and [Currents](#) in the next few weeks, and a notice will be posted in ADP about the change with a link to the resource page. The eTime Resource page is available for all employees, regardless of whether they have VPN access, and from there they can access webinars, short instructional videos, guides, updates, and FAQs.

If an employee currently uses the timeclock, will their punches be captured during 12-2 thru 12-4? Yes, employees may still use timeclocks and their punches will be recorded, however, we recommend that the employee keep a log of their punches as well.

How do I add a teleworking row to my timecard? Can I bulk add a row like I do now? See the [employee guides](#) or the [ADP Employee Training webinar](#) to see how to add a teleworking row to your timecard. To quickly add a row to each day, instead of clicking “Save and Close” after your first entry, click the “Next Day” button, then click “Save and Close” after you have completed the entry for that week.

Will the timecards look different for the practitioners (timekeepers & payroll reps)? Timecards will look the same for all employees if they are in their employee dashboard.

Will you be providing a common message explaining the timeline that we can send to our staff, or does each department need to draft this message themselves? We recommend that you first direct employees to the [eTime HUB resource page](#). They can view the timeline, updates, training, and recorded webinars from that page. We will post more specific language regarding the timeline and expectations relating to it that managers and liaisons can share with their staff.

Will changing employees' schedules going to be any easier and less time consuming than the current system? The process is very similar.

On the 2nd, ADP will go offline at what time? Is that week a payroll week? We do not have an exact time, but will post more information throughout this process under the [Updates](#) page.

Should the lunch punches be captured? Yes, employees should use the *Clock* tile to record all punches.

Can non-exempt employees still use the clock-punch to clock in and out? Yes.

The palm tree icon is for approved vacation. What other icons can we expect to see? All approved time-off requests will be denoted in green on the employee's schedule. Pending requests will appear as a yellow clock, and County holidays will show in purple text on the schedule and have a purple bell icon. This key is included in the [Employee Time Off Request guide](#) as well.

Will employees still receive a confirmation e-mail when submitting a time off request? Yes, employees and managers will receive an email after submitting a request and when it has been approved or denied. Managers will receive an email and dashboard notification when a request has been submitted.

How will the ADP upgrade do with the Windows 10 migration? When exactly is the Windows 10 migration?

The Windows 10 migration date is dependent on department. ADP is web-based and will not be affected by Windows 10.

Will I still be able to access ADP through OKTA? Yes, you can still access ADP through OKTA. You will log in through the current portal, so any saved bookmarks will continue to be accessible and your username and password will not change.

How will this impact our view of EV5 on 12/2-4? Is there overlap views of both EV5 and EV8? EV5 will be the same as it is today.

What kind of access would a timekeeper have? Their level of access will stay the same.

How can Timekeepers see all employees' timecards to review and or get reports that we normally had in JAVA? Please check back for updates to this process.

The clock picture on the timeline says 9:00, does that mean no punches after 9:00pm on 12/02? Once ADP has been taken offline for the upgrade, employees using the system to record punches will not be able to use that function. Employees will need to manually record their punches to be entered in once the system is back online. We recommend that you have a plan in place with your employees as to how they will do this.

Can there be information added to advise employees of their retirement system and where they are on service dates? No, we do not have control over adding that type of information.

Will the County be sending communication to managers or is that up to the HR Liaisons to communicate it all? Will you be sending us the communication we can forward? We will be communicating with all staff via the *Resource*, *Currents*, and the *eTime* resource page, and we can also send some standard communication you can use going forward.

Is the process for running reports the same? Yes, this process will not change.

Do I have a schedule in the system? Yes, that functionality has not changed. All exempt employees are required to have a schedule. Non-exempt employees may optionally have a schedule.

Can you do a date range for timecard? At this time, employees will only be able to view *Previous*, *Current*, and *Next* pay periods from their timecard. Employees can use the *Time Detail* report to view more timecard information for any date range.

Can we still see our pay stubs? Yes, the process for accessing paystubs will not change.

Will the hyperfind queries I have created be saved and transition with my account during the update? Yes.

Will there be an option to see your direct reports vs. everyone when approving timecards? Yes, just as you can today, create a hyperfind with just your direct reports. Use that hyperfind when approving timecards.

Is there a way to print approved timecards after it has been approved by the employee and the supervisor? Yes, go to Team on the left-hand navigation panel>Other Time Features>Team Time Reports>Timecard>Timecard Sign-Off.

Are we able to add comments/notes? Yes, both employees and managers are still able to add comments and notes. See the [guides](#) for further instruction.

Can you still enter sick or vacation time manually without prior approval? Yes, you can still add this to your timecard without prior approval. See the [Employee Timecard Navigation Guide](#) for instructions.

Can the add and delete buttons be reversed in new system for hourly employees? No.

Will staff be able to change time on closed pay periods? This will not change from your current ability to do so. If you are not currently able to change time on a closed pay period, you will not be able to after the upgrade.

Will the elected officials' timecards remain the same? Yes.

Since Dec 2nd is on a Wednesday, are we closing payroll early that week? Yes.

Will we still have delegation ability? Yes.

Would it be a good idea to track the punches as well as make them clock-in on the timeclock? Yes, it is recommended that employees track their punches during the outage, even if they use the timeclock.

Where is Payroll Review - All Home for Timekeepers to see whole Dept for Payroll Review? We will cover this in the specific Timekeeper training – thank you for the great question!

As an HR Liaison, where do I go to find information (timesheet or accruals) on another employee? We will cover this during future training – thank you for the great question!

Are we going to lose all historical timecards? No, but please check back for updates about access.

Is Enterprise changing too? There will not be any changes made to Enterprise.

Will the employees be able to see that they have a missed punch? Yes, this will be flagged on their timecard.

Can you show me how an exempt employee will change their hours worked to actual hours worked? Please see the [Employee Timecard Navigation Guide](#) for instructions.

Will there be a flag on the timecard if the exempt employee has not reached 80 hours for the pay period? No.

Will the comment and audits tabs still be available for view? Yes, go to Team on the left-hand navigation panel>Other Time Features>Team Scheduling>Click the “Go To” arrow icon at the top and select “Audits.”

Is there a search feature to search for employees? Yes, go to Team on the left-hand navigation panel>Other Time Features>Team QuickNavs> and select QuickFind from the left-hand picklist.